A. Introduction

This document is a useful guidebook to Partner Panel, which includes registration, management, and other features in the system.

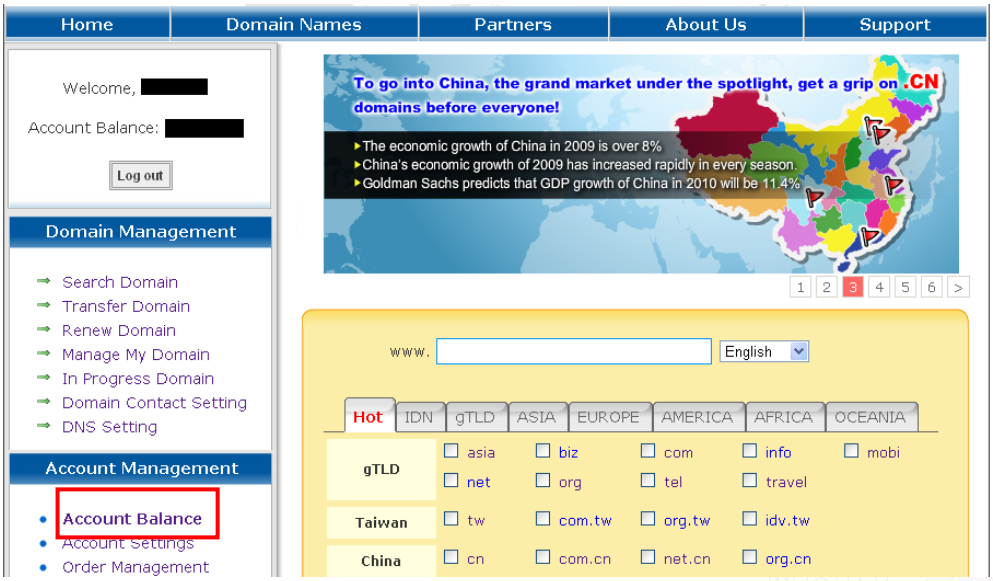
Registration / Renew Domain Name	Domain Management	Account Management
✓ Search (Purchase) Domain Name	✓ Manage My Domain Name	✓ Account Balance
✓ Renew Domain Name	✓ Domain Contact Setting	✓ Account Setting
	✓ DNS Setting	✓ Order Management
		✓ Invoice
		✓ My Price List

B. Login

Please link to Net-Chinese Website via the link http://www.net-chinese.com/, and log in with your ID and password. The accounts of partners are in “prepaid” basis, where partners must have sufficient account balance in order to perform registration.

1. How to Enter Fund to My Account Balance ?

1.1 Account Balance



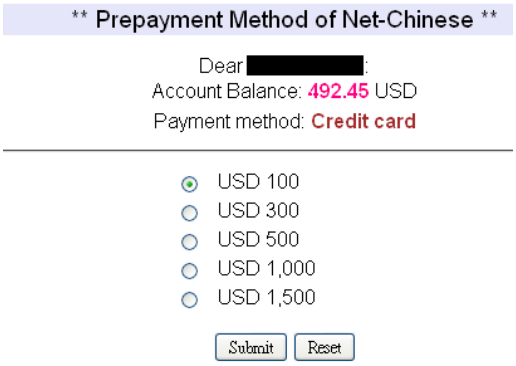
NOTE:

We currently accept Visa, MasterCard, and JCB. The online credit card account update system accept a minimum payment of $100.00, and a maximum payment of $1,500.00 USD. Besides credit card, Net-Chinese also accept pre-payment by wire transfer. We currently accept a minimum payment of $100.00 via wire transfers.

1.2 Select the method you would like to enter your funds.

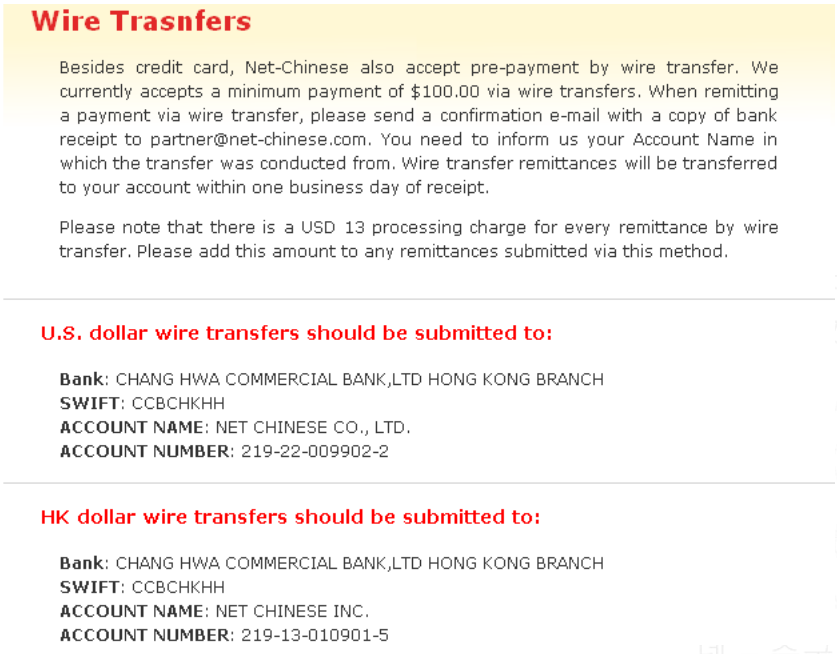
Prepayment Method of Net-Chinese
Prior to registering / renewing / transfering domains, Partner must deposit funds into their account.
Enter Fund into my account by credit card
Enter Fund into my account by Wire Transfers

a) Use credit card for pre-payment



Note:
There will be a transaction fee charged by the bank; therefore, the amount top-up into your account might not be the same as your payment.

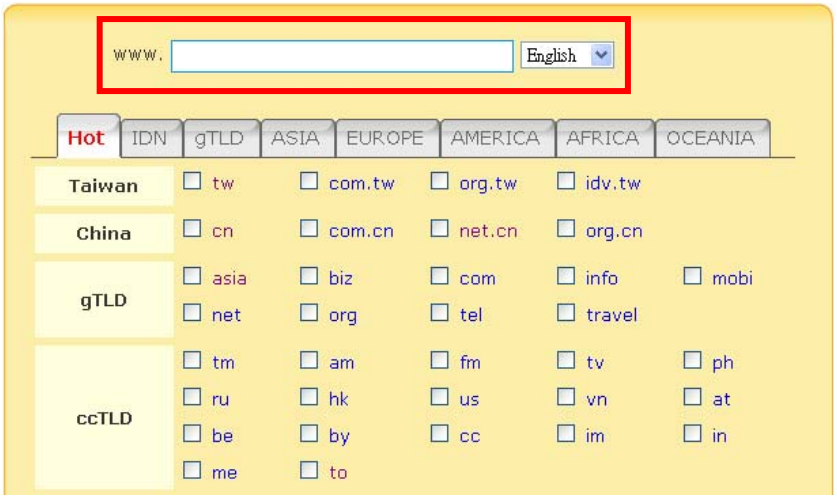
b) Use credit card for pre-payment


Wire Trasnfers
Besides credit card, Net-Chinese also accept pre-payment by wire transfer. We currently accepts a minimum payment of $100.00 via wire transfers. When remitting a payment via wire transfer, please send a confirmation e-mail with a copy of bank receipt to partner@net-chinese.com. You need to inform us your Account Name in which the transfer was conducted from. Wire transfer remittances will be transferred to your account within one business day of receipt.
Please note that there is a USD 13 processing charge for every remittance by wire transfer. Please add this amount to any remittances submitted via this method.
U.S. dollar wire transfers should be submitted to:
Bank: CHANG HWA COMMERCIAL BANK,LTD HONG KONG BRANCH
SWIFT: CCBCHKHH
ACCOUNT NAME: NET CHINESE CO., LTD.
ACCOUNT NUMBER: 219-22-009902-2
HK dollar wire transfers should be submitted to:
Bank: CHANG HWA COMMERCIAL BANK,LTD HONG KONG BRANCH
SWIFT: CCBCHKHH
ACCOUNT NAME: NET CHINESE INC.
ACCOUNT NUMBER: 219-13-010901-5

C. Registration / Renew Domain Name

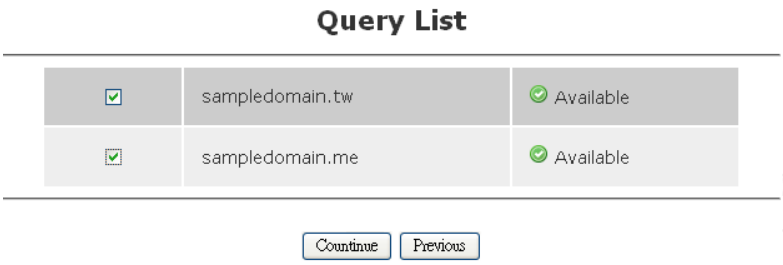
1. Search (Purchase) Domain Name(s)

1.1 Search domain name(s)

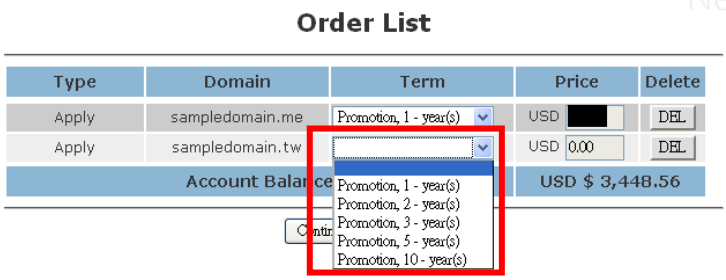


1.2 For IDN, you are required to select the respective language first.

1.3 Select domain(s) from Query List, and then click on “Continue.”



1.4 Confirm the term of registration year in Order List, and then click on “Continue.”



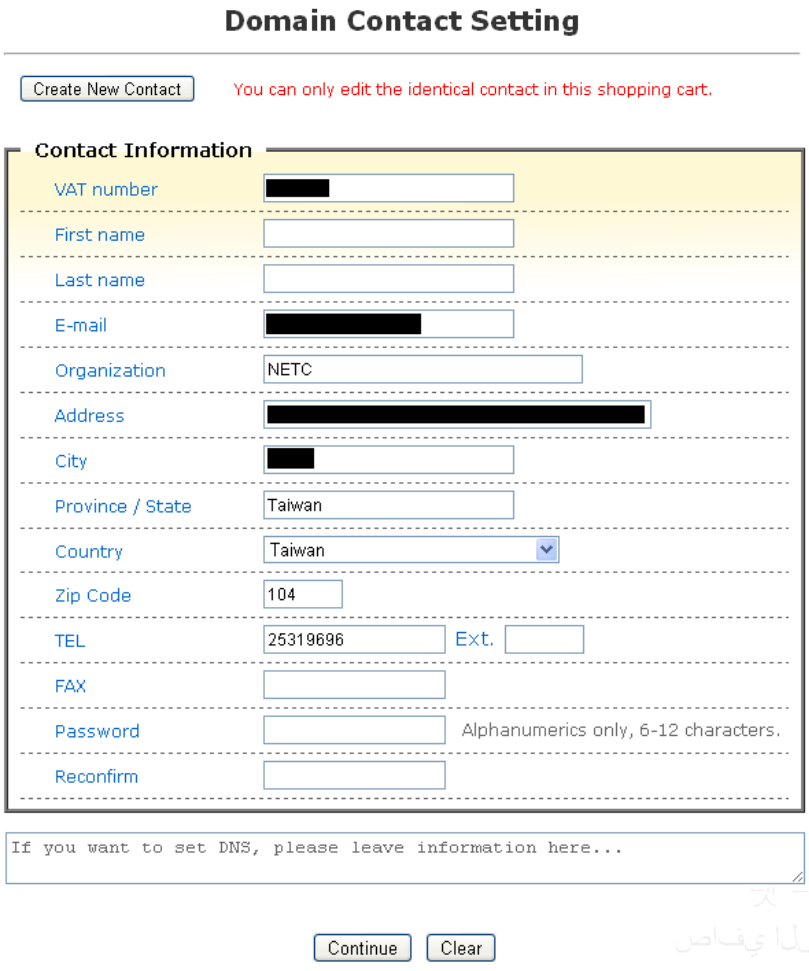
1.5 Confirm and read the User's Agreement and policies and then click on "Continue"

1.6 You may click on "Create New Contact" to clear and reset all the fields.

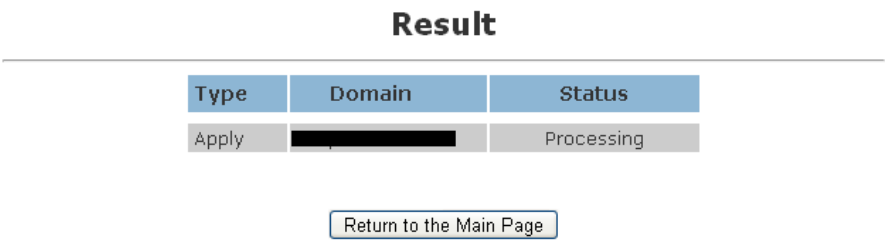
Partners may choose to use their own DNS. Please leave the information in the bellowing column.

Or Net-Chinese will use our default DNS automatically.

Click on "Continue" and then the order will be sent out.



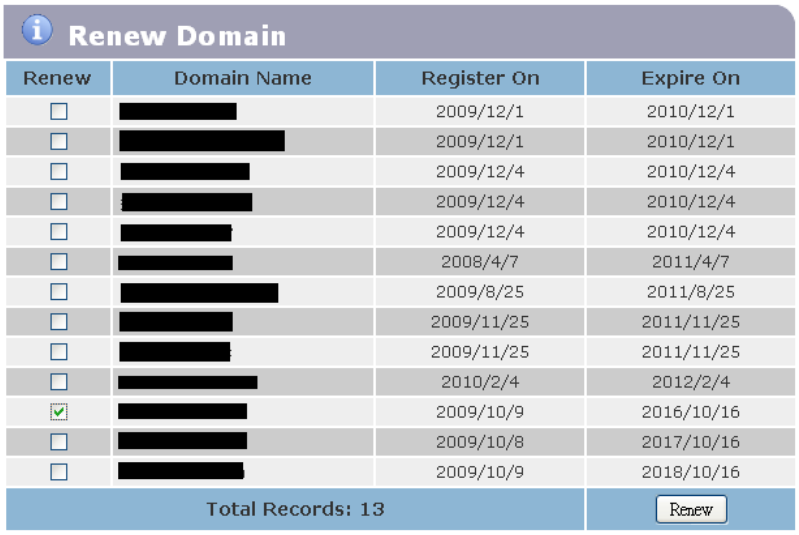
1.7 For certain extensions are fall on manual process and it required 5–10 business days to complete. The registrant will be notified on the registration status via email.



2. How to Renew Domain Name(s) ?

2.1 Renew domain name(s)

2.2 Select Domain(s) which you want to renew, and click on “Renew”.



2.3 Select the term of renewal domain(s).

Renew Domain >> [redacted]

option	product	term	price
◉	.asia, 1 year(s)	1	$[redacted]
○	.asia, 2 year(s)	2	$[redacted]
○	.asia, 3 year(s)	3	$[redacted]
○	.asia, 5 year(s)	5	$[redacted]
○	.asia, 9 year(s)	9	$[redacted]

Next

2.4 Check the product in order list.

Order List

Type	Domain	Term	Price	Delete
Renew	[redacted]	Promotion, 1 - year(s)	USD [redacted]	DEL
Account Balance			USD $ 3,448.56	

Continue Previous

2.5 Confirm and read the User's Agreement and policies and then click on "Continue".

Confirmation

Type	Domain	Term	Price
Renew	[redacted]	1	[redacted]

Cost	USD $ [redacted]
Account Balance	USD $ 3,436.56

Please read and agree to the Payment Conditions and Services Agreement below:
[User's Agreement]

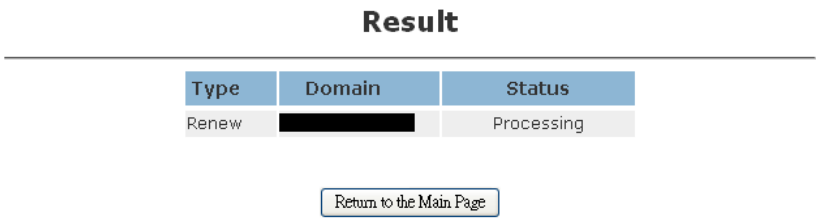
☑ agree

Continue Previous

2.6 The order has been sent.

For certain extensions are fall on manual process and it required 3 – 5 business days to complete.

The registrant will be notified on the renewal status via email.

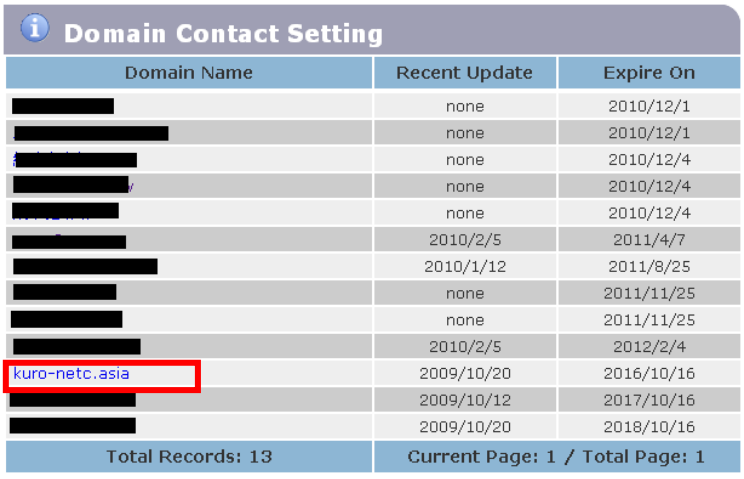


D. Domain Management

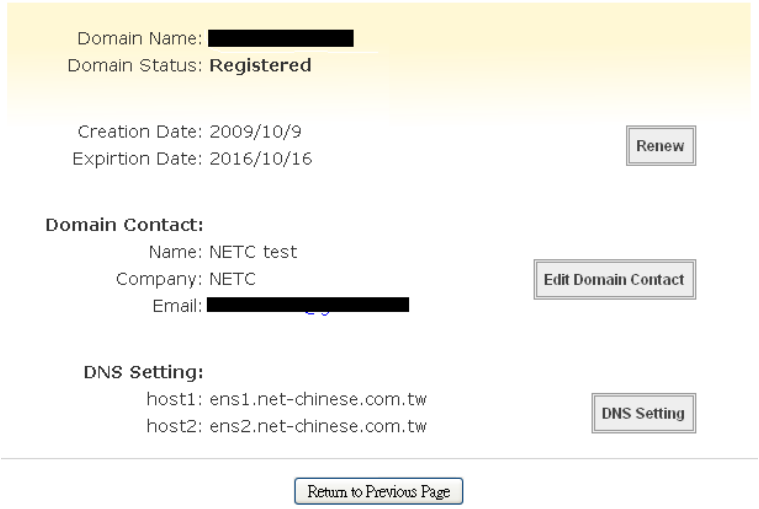
1. How to Edit My Domain Contact ?

1.1 Domain Contact Setting

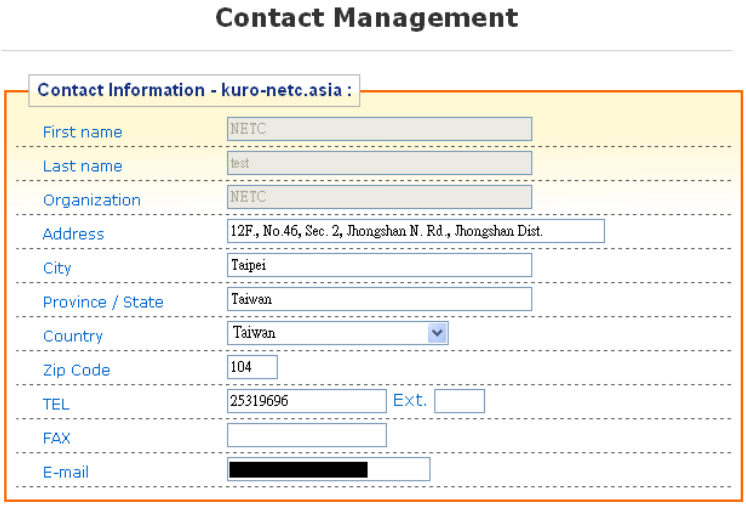
1.2 Click on the domain name



1.3 Click on “Edit Domain Contact”



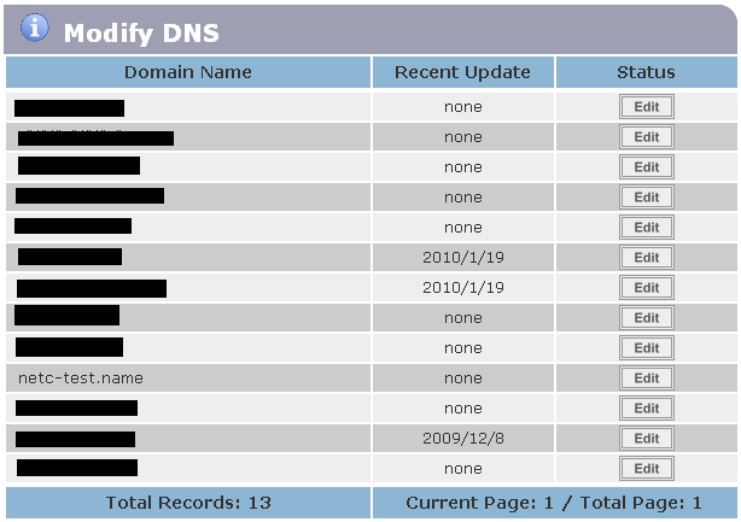
1.4 Edit the information



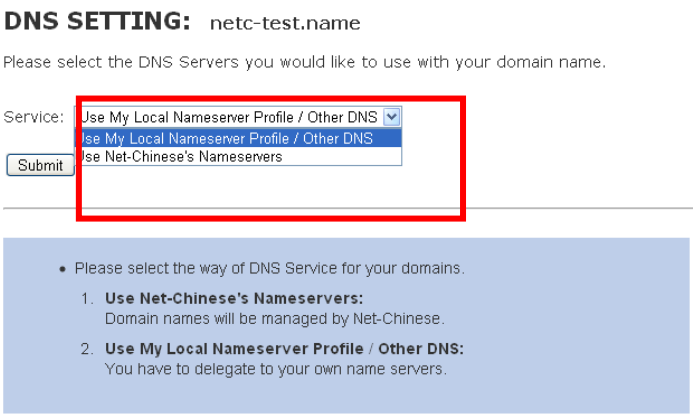
2. How to Edit DNS Record ?

2.1 DNS Setting

2.2 Edit the domain name



2.3 Select the service type

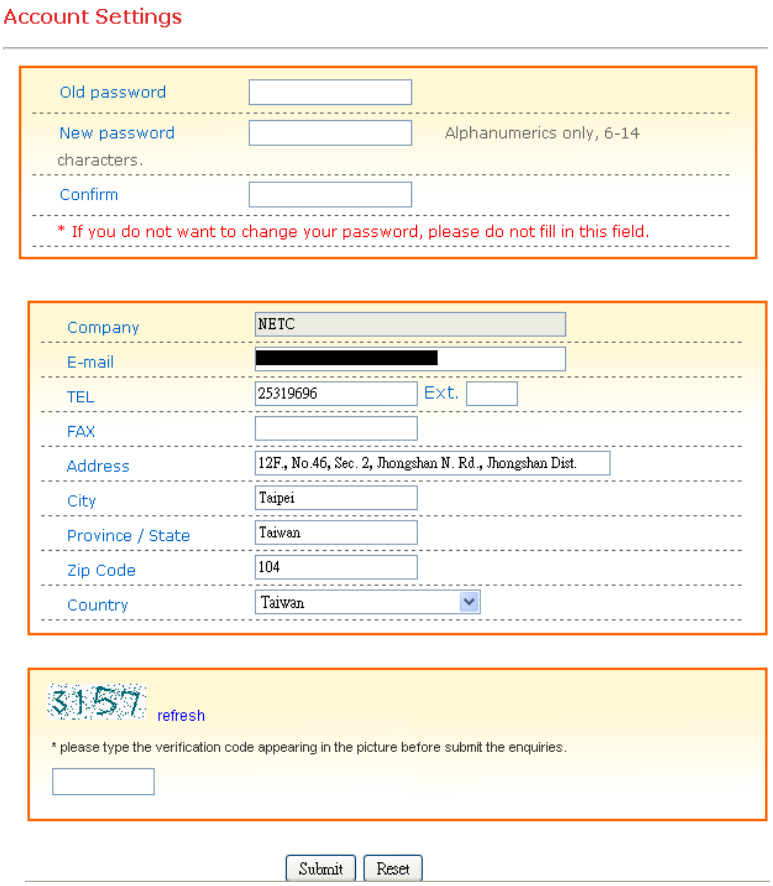

DNS SETTING: netc-test.name
Please select the DNS Servers you would like to use with your domain name.
Service: Use My Local Nameserver Profile / Other DNS
Use My Local Nameserver Profile / Other DNS
Use Net-Chinese's Nameservers
Submit
Please select the way of DNS Service for your domains.
1. Use Net-Chinese's Nameservers:
Domain names will be managed by Net-Chinese.
2. Use My Local Nameserver Profile / Other DNS:
You have to delegate to your own name servers.

3. How to Edit My Account ?

3.1 Account Setting

3.2 Reset the information.

Please enter the verification code before clicking on “submit”

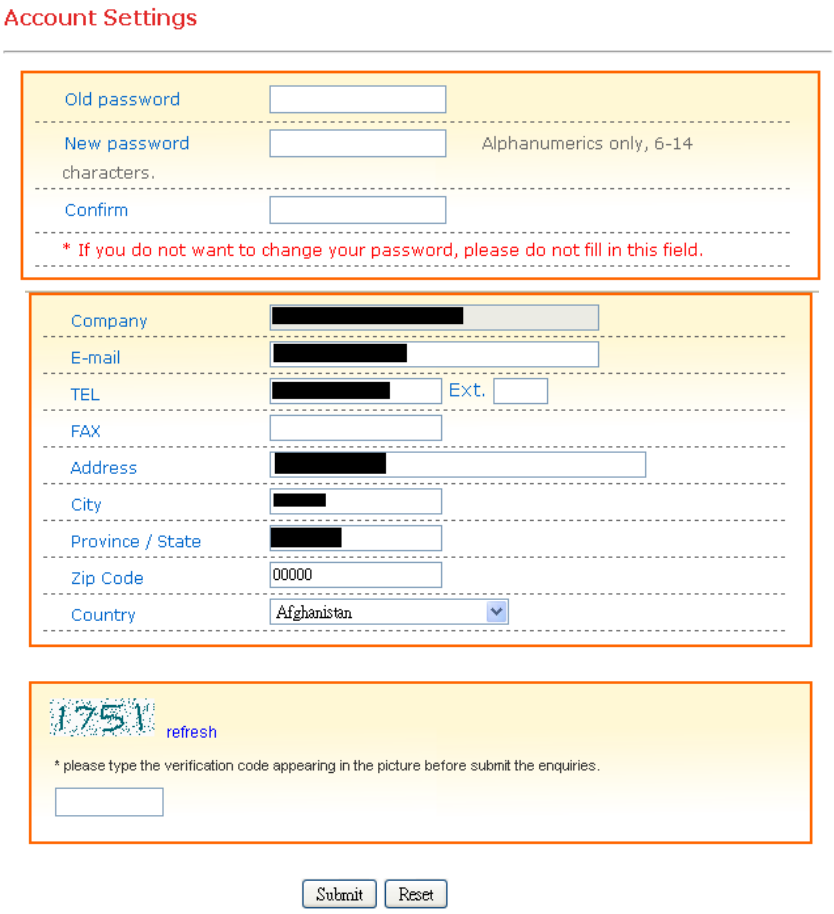


4. How to Check My Order Record ?

4.1 Order Management

4.2 Reset the information.

Please enter the verification code before clicking on “submit”



5. How to Check My Order Record ?

5.1 Order Management

5.2 Select the Month of Record

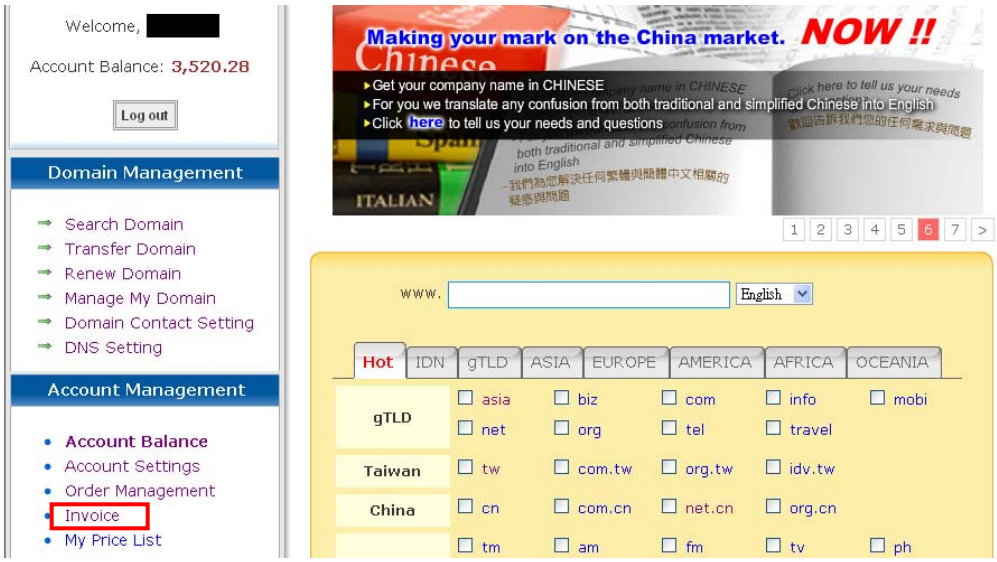
Order Management - 2010/2

	Date	Order Num	Domain Name	Yr.	Type	+	-	Subtotal
0	10/2/1	Previous Balance				--		3,460.56
1	10/2/10	NC206858	[redacted]	1	Renew	--	-12.00	3,448.56
2	10/2/10	NC206887	[redacted]	1	Apply	--	-10.00	3,438.56
Previous Balance: 3,460.56						+0.00	-22.00	3,438.56
Replenish Account Balance								

Previous Month | This Month | Next Month

6. How to Check My Monthly Invoice?

6.1 Invoice



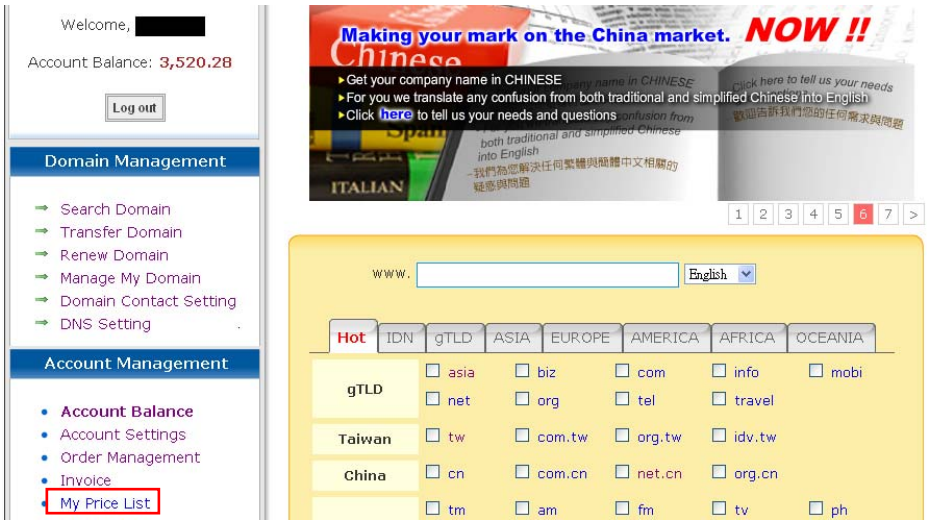
6.2 Select the Month of Record

Monthly Invoice

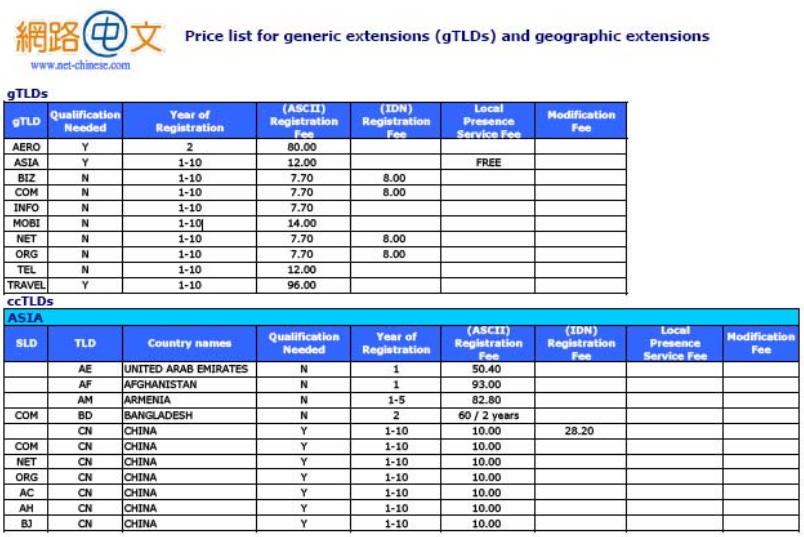
Invoice Number	Invoice Period	Create Date
R00011003	2010-03	2010-04-01
R00011002	2010-02	2010-03-01
R00011001	2010-01	2010-02-01
R00010912	2009-12	2010-01-01
R00010911	2009-11	2009-12-01
R00010910	2009-10	2009-11-01
R00010906	2009-06	2009-07-01
Total Recores: 7		

7. How to Check My Price?

7.1 My Price List



7.2 Download the List



網路中文 www.net-chinese.com

Price list for generic extensions (gTLDs) and geographic extensions

gTLDs

gTLD	Qualification Needed	Year of Registration	(ASCII) Registration Fee	(IDN) Registration Fee	Local Presence Service Fee	Modification Fee
AERO	Y	2	80.00			
ASIA	Y	1-10	12.00		FREE	
BIZ	N	1-10	7.70	8.00		
COM	N	1-10	7.70	8.00		
INFO	N	1-10	7.70			
MOBI	N	1-10	14.00			
NET	N	1-10	7.70	8.00		
ORG	N	1-10	7.70	8.00		
TEL	N	1-10	12.00			
TRAVEL	Y	1-10	96.00			

ccTLDs

ASIA

SLD	TLD	Country names	Qualification Needed	Year of Registration	(ASCII) Registration Fee	(IDN) Registration Fee	Local Presence Service Fee	Modification Fee
	AE	UNITED ARAB EMIRATES	N	1	50.40			
	AF	AFGHANISTAN	N	1	93.00			
	AM	ARMENIA	N	1-5	82.80			
COM	BD	BANGLADESH	N	2	60 / 2 years			
	CN	CHINA	Y	1-10	10.00	28.20		
COM	CN	CHINA	Y	1-10	10.00			
NET	CN	CHINA	Y	1-10	10.00			
ORG	CN	CHINA	Y	1-10	10.00			
AC	CN	CHINA	Y	1-10	10.00			
AH	CN	CHINA	Y	1-10	10.00			
BJ	CN	CHINA	Y	1-10	10.00			

網路中文
网路中文
Net-Chinese
Net-Chinesisch
Net-Chinois
Net-Chino
Нетто-Китайски
ネット-チャイニーズ
넷 - 중국